

**City of Cromwell, Carlton County, MN**  
**Regular Council Meeting Minutes**  
**March 27, 2013 - 7:00pm**

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A regular meeting of the City Council of the City of Cromwell was held on March 27, 2013 at 7:00 pm at the Cromwell Park Pavilion.

The meeting was called to order at 7:00 pm by Mayor Clark.

Present: Mayor: Samuel A Clark  
Council Members: Warren Peters, Tom Borglund, Lisa Lund

Absent: Ray Lally

Employees: Jenny Clark (Clerk-Treasurer), Paul Lampi (Bar Manager), Tom Johnson (Water/Sewer)

Others Present: John Mattonen, JPJ Engineering

**1. ADDITIONS OR CHANGES TO AGENDA**

- A. Insurance Liability Waiver (General City 8g)
- B. Fire contracts (Fire 9d)

**Motion by Warren Peters, seconded by Lisa Lund to approve the agenda with additions. Motion carried unanimously.**

**2. PUBLIC INQUIRIES / INFORMATIONAL**

**3. OLD BUSINESS**

- A. Carlton Co. Hazard Mitigation Plan
  - Brian Belich contacted Cromwell asking for our interest in this and stated that by signing the letter it does not commit us to anything, only indicates our interest in being part of the process. Mayor Clark signed the letter to indicate our interest. They will be in contact about future meeting dates.
- B. Board of Appeal and Equalization meeting on May 6<sup>th</sup>
  - This will be at the Court House, not in Cromwell as previously thought
- C. Bulk sewage dumping
  - Tom Johnson and Mayor Clark spoke with Frank Stuemke of MRWA who is concerned about the state of our ponds if we continue to allow bulk sewage dumping. He stated our ponds are too small to handle this amount of waste. Discussion was had on the effects this will have on the state of and the life expectancy of the ponds.
  - John Mattonen spoke about this as well and cautioned us on doing this. He stated we don't know the source of the waste and have no real control over what is being dumped.

**Motion by Warren Peters, seconded by Tom Borglund for a moratorium on dumping septic and holding tank water until we can test the ponds and see what the results are. Motion carried unanimously.**

**NEW BUSINESS**

**4. CONSENT AGENDA**

- A. Approval of prior meeting minutes
- B. Pavilion calendar
- C. General Ledger for February (listing receipts and disbursements)
- D. Claims list for approval

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- E. Liquor Store monthly sales total report
- F. Treasurer's monthly report
- G. Bid for roadside mowing for 2013 from Bob Peterson Service

**Motion was made by Tom Borglund, seconded by Lisa Lund to approve the above consent agenda items as submitted. Motion carried unanimously.**

**5. WATER / SEWER / MAINTENANCE**

- A. Project Status Report- JPJ Engineering was reviewed and discussed.
  - Mattonen is working on a water system map
  - Pedestrian crossing sign on West Hwy. 210 is missing
  - No word back from MnDOT yet on Safe Routes to School Grant
- B. Citizen complaint
  - Citizen Wendy Clark Tillman complained about yellow water that is undrinkable and has ruined clothing.
  - Mattonen will look into a way to drain the sediment out of the bottom of the tank, from the outside.

**Motion by Warren Peters, seconded by Tom Borglund to credit the March water bill for Wendy Clark Tillman. Motion carried unanimously.**

- C. Hiring of a part-time maintenance helper will be needed in the spring.

**6. LIQUOR STORE**

- A. Manager's Report
  - All bartenders signed the new policy manual; discussed inventory issues; new glassware; overfilling of cooler sleeves; upcoming events; promos rung up properly;
  - Simpson Road, Alumni basketball tournament, Live Bait April 27<sup>th</sup>
  - Alcohol Awareness Training- Paul Lampi has been trying to get in contact with the State to do the training but has been unable to do so. The MMBA also does this training.

**Motion by Tom Borglund, seconded by Warren Peters to have the MMBA do the Alcohol Awareness Training. Motion carried unanimously.**

- Tuesday night giveaway had another winner on Tuesday the 19<sup>th</sup> and the 26<sup>th</sup>
- New daily and weekly cleaning lists have been implemented. There is a checklist for bartenders to initial.
- Lampi discussed/addressed his written warning (32 min.).
- Mayor Clark and Tom Johnson have installed/built pallets for the beer to be stored on in the beer cooler.
- Water at the bar has been very yellow/brown, especially hot water. Hot water heater should be flushed regularly.
- B. POS System / DVR / Shelving from EDA
  - The Carlton County EDA had equipment available for bid- POS system, security system, 3 computers, 2 touch screen monitors, and shelving. Mayor Clark put in a bid of \$350.00 and won the bid.
- C. Dram shop insurance will not be renewed by current company. Carl Brandt of Town and Country Insurance has been contacted and will seek quotes from a new company for dram shop insurance.
- D. Internal Controls
  - Lampi stated that he has discussed with the bartenders about cashing in tips as stated in the new policy manual as well as the importance of keeping accurate inventory.

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-Mayor Clark presented internal control ideas. A committee will be formed to determine internal controls and present this at a future meeting. Committee members will be Lampi, Peters, Mayor Clark, and Clerk Clark.

-A new drop safe was discussed.

**Motion by Warren Peters, seconded by Lisa Lund to purchase a drop safe up to \$1,000.00. Motion carried unanimously.**

E. Pricing

-Lampi has changed most items to end in .49 and .99

-Lampi discussed pricing on various items and has raised pricing on some items.

-Market research and pricing comparisons presented by Mayor Clark and discussed.

-Busch, Busch Light, Keystone, Miller Highlife, and Old Milwaukee bottles will be raised from \$2.75 to \$3.00

-Ingredients of shots should be assessed

**7. PARKS AND RECREATION / PAVILION**

A. Playground grant through LCP. Mayor Clark will discuss this with Jen Anderson.

B. Pavilion use spreadsheet reviewed.

**8. GENERAL CITY / HOUSING / HIGHWAY**

A. TIF Policy which was presented by Pat Oman of the Carlton Co. EDA at the March meeting was reviewed.

**Motion by Tom Borglund, seconded by Lisa Lund to approve the TIF Policy. Motion carried unanimously.**

B. Business Subsidy Policy. Public hearing is required to adopt the resolution and will be held at the next regular council meeting.

C. Discussion on the condition of the city truck and the need for a new one this year.

D. Harvest Fest discussion. A committee needs to be formed. Peters and Borglund will be the executive committee.

E. LMC Annual Conference. No one will attend this year.

F. Tri-community Food Shelf letter of support request

**Motion by Tom Borglund, seconded by Warren Peters to approve a donation of \$100.00 to the Tri-community Food Shelf. Motion carried unanimously.**

G. Insurance Liability Waiver from Carl Brandt was submitted.

**Motion by Warren Peters, seconded by Lisa Lund to approve the insurance form to not waive the statutory tort limits. Motion carried unanimously.**

**9. FIRE DEPARTMENT / AMBULANCE**

A. Summary notes from District meetings on March 4<sup>th</sup> and 11<sup>th</sup>

B. Fire Dept. Meeting Notes March 18<sup>th</sup>

C. Eagle Township board to attend April meeting to discuss the fire contract/tax levy.

a. Mayor Clark presented a proposed balanced budget for the fire dept.

b. Fire contracts need to be reviewed and adjusted as necessary.

D. Paving of Fire Hall parking lot was discussed. A bid was approved in 2012 to repave the parking lot.

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**Motion by Sam Clark, seconded by Warren Peters to cancel the blacktopping contract and have the parking lot seal coated/patched. Motion carried unanimously.**

- E. Fire / Address numbers. Discussion on the City's ordinance which requires homeowners to display their fire numbers. Bids will be sought and will potentially have a special assessment for this.

**10. CLERK / TREASURER**

- A. MCFOA Conference summary
- B. Municipal Clerk's Institute Grant of \$300.00 was awarded to Cromwell
- C. Vacation reminder. The Clerk and the Mayor will be gone April 2<sup>nd</sup>-April 8<sup>th</sup>.

**11. TRUSTEE'S NOTES**

Lisa Lund: -

Ray Lally: Absent

Warren Peters: Should we raise the purchasing amount the department heads can spend without approval?

This will be on the next meeting agenda.

-Peters asked if the 'Church Lady Law' is in the Pavilion contracts. There was discussion on what should be included in the contract in regards to selling of food and requirements of the Food Safe Certificate.

Tom Borglund: -

**12. MAYOR'S NOTES**

- A. Mayor Clark applied for a \$1,000 signage grant from the EDA to install a second welcome sign.
- B. Pavilion sign by City hall may need to be moved as it is on a homeowner's property.
- C. Water/Sewer bill for a customer is not being paid and may need to send a shut-off notice.
- D. Meetings with Lampi have been held on Tuesdays to discuss items to be worked on. Some of the items from the evaluation and these meetings have been addressed but not all of them.

**ADJOURN**

**Motion was made by Warren Peters, seconded by Lisa Lund to adjourn the meeting at 9:30 pm. Motion carried unanimously.**

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Mayor Samuel A. Clark

ATTEST:

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City Clerk-Treasurer Jenny Clark